



Parent/Student Handbook

2019-2020

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TABLE OF CONTENTS

SCHOOL IDEOLOGY

Core Values.....	4
Mission Statement.....	4
Accreditation.....	5
History.....	5
Admission Policy.....	5-6

SCHOOL CALENDAR.....7

SCHOOL DIRECTORY.....8

GENERAL INFORMATION

Athletic Boosters.....	9
Authority of Principal and Teacher.....	9
Classroom Interruptions.....	9
Communications.....	9
Concern Procedure.....	9
Custody.....	9
Emergency Drills.....	9
Emergency Medical and Authorization Form.....	9
Emergency School Closing.....	9-10
Food Allergies.....	10
Gender Identity.....	10
General School Regulations.....	10-11
Illness.....	11
Immunizations.....	11
Lockers.....	11
Lunch Program.....	11-12
Media Center.....	12
Medications.....	12
Parents' Role.....	12
Parties.....	13
Playground.....	13
Release of Students.....	13
School Day.....	13
School Sponsored Activities.....	13
Student Records.....	13
Student's Role.....	14
Technology.....	14
Transportation.....	15
Tuition and Re-registration.....	16
Visitors.....	17
Volunteers.....	17
Withdrawal of Students.....	18

ACADEMIC INFORMATION

Religious Instruction.....18
Curriculum.....18
Field Trips.....18
Grading Scales.....19
Graduation Requirements.....19
Homework Guidelines.....19
Interim Reports.....19
Promotion/Retention/Placement Policy.....19
Report Cards.....20
Standardized Testing.....20
Student Recognition.....20

ATTENDANCE POLICIES

Daily Attendance.....21
Late Arrivals, Early Dismissal, Mid-Day Appointments.....21
Make-up Work22
Vacations.....22

DISCIPLINE POLICY

Code of Conduct.....23
Rules of Conduct.....23
Methods of Discipline.....24
Policy and Procedures.....24
Harassment/Bullying.....25
Search and Seizure.....25
Substance Abuse.....26
Suspension/Expulsion/Emergency Removal.....26
Notification of Legal Authorities.....26

UNIFORM POLICY

Uniform.....27
Approved Vendors.....29
Out of Uniform Guidelines.....29
Titan Fridays.....29
Special Out of Uniform Days.....29
Notice of Uniform Violation.....30

CHANGES ARE HIGHLIGHTED

SAINT SUSANNA SCHOOL CORE VALUES

- ◆ **Spirituality** Anything undertaken within the Saint Susanna Parish Community has Jesus Christ as its center. Our worship celebrations, our educational pursuits, our recreational activities and our business dealings all reflect the Gospel values and the prompting of the Holy Spirit. To this end, all activities in our parish community begin and end with prayer.
- ◆ **Respect For All Persons** Every member of the Saint Susanna Parish Community responds to every other person, whether within or without the parish community, in a respectful, welcoming and caring manner. In this way we reflect, and are, the love of Jesus Christ.
- ◆ **Service** Saint Susanna Parish is a service oriented community whose mission is to serve rather than be served. In living out our mission, each member of the community always seeks to provide solutions to requests rather than excuses.
- ◆ **Excellence In Stewardship** Every endeavor undertaken by the Saint Susanna Parish Community is given a full measure of support in order to achieve the highest level of competence possible. In so doing, we make the best use of our time, talents, and treasures which are all gifts from our God.
- ◆ **Hospitality** The Parish Community of Saint Susanna is warm and welcoming to all its members and visitors. We invite and encourage each person to participate in whatever ways are comfortable, always mindful of Jesus' words, "Whoever welcomes you in my name, welcomes me."
- ◆ **Personal Christian Conduct** In every endeavor, whether educational, business, or athletic, participants carrying the banner of Saint Susanna are gracious in victory and graceful in defeat. The value of good interpersonal relationships applies to everyone and includes students and teachers, athletes and coaches, administrators, parents, and all other supporters of our community. A simple way of determining how to respond to any situation is by asking the question, "What would Jesus do?"

MISSION STATEMENT

Saint Susanna Catholic School

A community of faith and learning

MISSION

In partnership with parish and families, Saint Susanna School is committed to building lives in the image of Christ through prayer, worship, service, and academics.

We are dedicated to working with the unique gifts of our students, empowering them to become Disciples of Christ and life-long learners.

BELIEFS

At Saint Susanna School...

We believe that our Catholic identity and mission should be incorporated and reflected in all aspects of our school.

We believe that parents are the primary educators of their children in the Catholic faith and we support their efforts.

We believe learning and achievement are essential rights where students are given the opportunity to learn and achieve at an individual level.

We believe that children learn in different ways and that a variety of instructional approaches should be used to support their learning.

We believe in living the Gospel message of Christ and engaging faculty, students, and families in service, outreach and prayer opportunities.

We believe in building community by educating students to become peace builders through the development of self-discipline, respect and responsibility.

ACCREDITATION

Saint Susanna School is accredited by the Ohio Catholic Schools Accrediting Association and is also chartered by the State of Ohio.

HISTORY

Saint Susanna School opened September 7, 1948 with 35 students in Grades 1-4. It was staffed by the Sisters of Notre Dame de Namur from Reading, Ohio. By 1952 the school was comprised of Grades 1-8 with 133 students. In 1959 the cafeteria with the parish church above was added to the original building. In 1970 new school offices were added and in 1980 the last of the Sisters of Notre Dame left Saint Susanna School. With the completion of a new church in 1990, the area above the cafeteria was converted into a Media Center and classrooms. The primary wing was completed in 1994. The newest wing of classrooms was opened in December of 2004. The original chapel has been used for classrooms, as a gym, and was renovated into a computer lab and a music room. Saint Susanna School was named a 2010 National Blue Ribbon School of Excellence by the United States Department of Education. A new cafeteria, kitchen, faculty lounge, and administrative offices were completed in 2011. Two kindergarten classrooms were added to the school in 2012, on Fourth Street where the parish offices were previously housed. During the summer of 2013, the former cafeteria was converted into a media center, computer lab, Religious Resource Room, and a teacher work room. The former computer lab (original chapel) was renovated in the summer of 2015 to house an additional kindergarten class.

ADMISSION POLICY

Active Parish Membership:

Priority registration for attendance at Saint Susanna Parish School will be given to active members of Saint Susanna Parish.

Active Parish Membership is defined as:

Priority registration for attendance at Saint Susanna Parish School will be given to active members of Saint Susanna Parish. Active Parish Membership is defined as: REGULAR MASS ATTENDANCE AT SAINT SUSANNA CHURCH AND THE REGULAR USE OF STEWARDSHIP ENVELOPES BY THE FAMILY. ACTIVE PARTICIPATION IN THE COMMUNITY LIFE AND MINISTRY OF SAINT SUSANNA PARISH IS CONSIDERED AN INTEGRAL PART OF ACTIVE PARISH MEMBERSHIP. Stewardship, as an expression of faith, is a sign of our gratitude and trust in God. It is the responsibility of the parents to teach stewardship to their children through the use of stewardship envelopes. Registered parish families are required to fulfill the expectations of Active Parish Membership to qualify for the parish tuition rate. Parents seeking tuition assistance must be actively involved in the parish and complete a Tuition Assistance Application for the next school year by March 31, or by another deadline as set by the Parish.

****Please note: According to Archdiocesan Policy, Territorial boundaries are no longer in effect at Saint Susanna Parish School.

Admission Priority:

1. First registration priority will be given to all students who complete the current school year and whose families meet the **Active Parish Membership** criteria. Re-applicants will be reviewed for **Active Parish Membership** during the application process. All current tuition and fees must be up to date and met by March 1st. Parents must re-register students currently enrolled in Saint Susanna Parish School by the designated time to retain "first priority".
2. Second registration priority will be given to new students from families who currently have other children enrolled in Saint Susanna Parish School. The conditions of **Active Parish Membership** will apply.
3. Third registration priority will be given to new students who are current members of the Parish and have at least one sibling who graduated from Saint Susanna Parish School. Priority is determined according to the length and quality of active membership in the Parish as well as the conditions of **Active Parish Membership**.
4. Fourth registration priority will be given to new students who are current members of the Parish. Priority is determined according to the length and quality of active membership in the Parish as well as the conditions of **Active Parish Membership**.
5. Fifth registration priority will be given to new students whose families have returned to the area and the Parish following a move out-of-town. To qualify for this priority, one or more students within the families must have previously attended Saint Susanna Parish School. Priority is determined according to the length and quality of active membership in the Parish as well as the conditions of **Active Parish Membership**.

6. Sixth registration priority will be given to new students whose families have registered in Saint Susanna Parish following a move from out-of-town. To qualify for this priority, the families must provide evidence from their former parishes that they are “Parishioners in Good Standing.” The Pastor will make the final determination as to whether or not the families qualify for this priority.
7. Seventh registration priority will be given to new students of local families newly registered in Saint Susanna Parish. These families (1) have not recently moved into the area from out-of-town, and (2) are newly registered in the Parish. The students will be admitted to the school at the full cost of tuition. In order to receive parishioner tuition status, the family will be required to:
 - a. Become active, participating members of the Parish according to “My Covenant with Saint Susanna Parish”
 - b. Pay the non-parishioner rate of tuition for the first six months

After the first six monthly payments, an evaluation will take place to determine if the family has indeed met the **Active Parish Membership** requirements of Saint Susanna Parish. If the criteria for **Active Parish Membership** are met, then tuition will be prorated for the remainder of the school year based on the parishioner rate (i.e., the total tuition paid for the year will not exceed the parishioner rate of tuition).

8. Eighth registration priority will be given to new students who have a non-parishioner parent employed at Saint Susanna. They will be admitted to school at the full cost of tuition.
9. Ninth registration priority will be given to new, non-Catholic students from families who currently have other children enrolled in St. Susanna Parish School or have a child who recently graduated from Saint Susanna Parish School. They will be admitted to school at the full cost of tuition.
10. Tenth registration priority will be given to Catholic students who are members of another Parish and do not wish to register in Saint Susanna Parish. Priority is determined according to the number of years of participating membership at their Parish. They will be admitted to school at the full cost of tuition.
11. Eleventh registration priority will be given to new, non-Catholic students. They will be admitted to school at the full cost of tuition.

Saint Susanna Parish School admits students on a space availability basis as outlined above. Saint Susanna Parish School does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of admission policies. The Pastor will make the final determination in all decisions regarding admission priority.

Saint Susanna School accepts children who qualify under the Ohio Department of Education and the Archdiocese of Cincinnati guidelines. For admission to kindergarten, children must be five years of age by September 30. Early placement in kindergarten will be considered after initial screening through the local public school has been completed and the recommendations made in writing have been forwarded to Saint Susanna School.

Students expelled from private, public or parochial schools, or students seeking to repeat a grade level they have successfully completed the academic requirements for at a private, public or parochial school other than St. Susanna School, shall not be considered for admission until they and their parent(s)/legal guardian(s) have met with the review committee. The review committee shall consist of the principal and an academic representative from St. Susanna School. Other professionals/school officials from the student’s previous school may be involved in the evaluation process. The parent(s)/legal guardian(s) shall be notified of the committee’s decision in writing by the principal.

(Approved by the School Commission August 2019)

SAINT SUSANNA PARISH SCHOOL CALENDAR 2019-2020

19-Aug	Staff Professional Development Day New Student Orientation (cafeteria) 3:00 PM (Grades 1-8) Meet the Teachers for all students 4:00-6:00 PM 8th Grade Curriculum Night 6:15 PM (cafeteria) First Day of School
20-Aug	
26-Aug	Curriculum Night for Grade 1 @ 6:30-7:15 & Grade 7 @ 7:15-8:00 (cafeteria)
27-Aug	Curriculum Night for Grade 2 @ 6:30-7:15 & Grade 5 @ 7:15-8:00 (cafeteria)
28-Aug	Curriculum Night for Kindergarten @ 6:30-7:00 & Grade 4 @ 7:15-8:00 (cafeteria)
29-Aug	Curriculum Night for Grade 3 (café.) @ 6:30-7:15 & Grade 6 @ 7:15-8:00 (Meyer Ctr)
2-Sep	Labor Day--No School
6-Sep	Staff Professional Development Day--No School
9-Sep	Festival Clean-up--No School Student Picture
27-Sep	Day
15-Oct	Conferences (K-8 & Specials) 3:30-8:00 PM
17-Oct	Conferences (K-8 & Specials) 3:30-8:00 PM
18-Oct	Conferences (K-8 & Specials) 8:00-3:00 PM--No School
21-Oct	If 365 Day Raffle Goal reached--No school
14-Nov	End of First Trimester
15-Nov	Staff Professional Development Day--No School
20-Nov	Report Cards Distributed
27 Nov-1 Dec	Thanksgiving Recess--No School
2-Dec	School Resumes
Dec. 23-Jan. 3	Christmas Recess--No School
6-Jan	School Resumes
20-Jan	Martin Luther King Jr. Day--No School
26-Jan	Open House 1:00-3:00 PM
Jan 26--Feb 1	National Celebration of Catholic Schools Week
30-Jan	Student Showcase 6:30-7:30 PM
11-Feb	Conferences (K-8 & Specials) 3:30-8:00 PM
17-Feb	Presidents' Day--No School
27-Feb	End of Second Trimester
28-Feb	Staff Professional Development Day--No School
TBD	ITBS testing Grades 1-7
4-Mar	Report Cards Distributed
3-Apr	Kindergarten Screening (incoming Kindergarten students) Gym
Apr. 10-Apr. 17	Easter Recess--No School
20-Apr	School Resumes
4-May	Grandparents' Day for Kindergarten through Grade 3
25-May	Memorial Day--No School Last Day of School
28-May	School 8th Grade Graduation
29-May	Staff Professional Development Day

Some dates or times may be subject to change.

Student drop off times are 7:50-8:10 AM (including Mass day) for Kindergarten through Grade 8.

Tardy bell rings at 8:10 AM.

Calamity make-up days: June 1-June 5

Calamity days will be following Mason City Schools unless otherwise notified.

SCHOOL DIRECTORY

513-398-3821

Fax: 513-398-1657

Pastor	Father Robert J. Farrell(3101)
Parochial Vicar	Father Elias Mwesigye.....(3106)
Business Manager	Bob Keever.....(3121)
Coordinator of Religious Education	Kristen Tell(3135)
Principal	Dan Albrinck.....(3109)
Assistant Principal	Kevin Mays.....(3116)
Administrative Assistant	Celeste Griffin.....(3108)
Administrative Assistant	Kathy Oliver.....(3108)

TEACHING STAFF

KINDERGARTEN

Amy Hohman.....(3143)
Erin Melink.....(3142)
Karen Lucas.....(3163)

GRADE 1

Cori Bruce.....(3171)
Jason Drach.....(3193)
Shannon Herzog.....(3179)

GRADE 2

Connie Cunningham.....(3174)
Debby Gallagher.....(3172)
Beth Kraemer.....(3181)

GRADE 3

Abby O'Connor.....(3167)
Sabrina Pauken.....(3170)
Karen Williams.....(3175)

GRADE 4

Anne Albert.....(3176)
Emily Brandt.....(3177)
Stephanie Woodall.....(3186)

GRADE 5

Julie Benham.....(3191)
Dan Scarborough.....(3182)
Beth Smalley.....(3180)

GRADE 6

Sandy Hickman..... (3188)
Emily Rottinghaus..... (3148)
Heather Van Pee..... (3192)

GRADE 7

Joan Eckart..... (3147)
Theresa Guye..... (3158)
Nancy Thomas..... (3156)

GRADE 8

Cathy Wilch.....(3159)
Bridget Pierson.....(3185)
Wendy Speigle.....(3184)

Algebra	Joan Hecht-grades 7-8.....(3157)
Art	Morgan Chase-grades K-8.....(3183)
Computer Instructor	Karen Lauber-gradesK-8.....(3117)
Music	Lisa Gerkin -grades K-8.....(3189)
Physical Education	Julie Muldoon-grades K-8.....(3187)
Spanish	Amy Cass-grades K-8.....(3140)
Health Aide	Mary Jane Herrick.....(3115)
Librarian	Terri Cunningham(3114)
Technology Coordinator	Jeff Morris.....(3119)

AUXILIARY STAFF

Gifted	Jim Lay(3160)
Intervention Specialist	Lauren Sheets.....(3150)
	Linda Phillips.....(3124)
Math Specialist	Marty Garcia.....(3125)
Occupational Therapy	Susan Baenziger.....(3122)
Psychologist	Victoria Gunn.....(3161)
Reading Specialist	Suzanne Schrock(3155)
Speech/Language	Linda Piller.....(3162)

TEACHER AIDES

Shelley Barbour	Teresa Maley
Joann Bernas	Michele Maziar
Nancy Bowles	Lynn Olmsted
Denise DeLotell	Mary Jo Schneider
Tricia Haglage	Melissa Schoenhofer
Laura Hawke	Kelli Stump
Bridget Janeck	

CAFETERIA MANAGERS

Kim Robertson.....(3300)
Denise Stelljes.....(3300)
Lisa Tierney.....(3300)

GENERAL INFORMATION

ATHLETIC BOOSTERS

Students in the parish and parish school may participate in a wide range of sports programs which are sponsored by Saint Susanna Boosters. Sign-ups are conducted throughout the year by the Boosters. No student may enter or be in the building after regular school hours for any sports programs unless accompanied by a supervising adult.

AUTHORITY OF PRINCIPAL AND TEACHER

- Under the laws of the state of Ohio, principals and teachers are given the authority of parents in the discipline and control of students.
- In any serious or extreme cases, the administrator(s) may by-pass the above procedures and may suspend or expel a student for academic or disciplinary reasons that have serious and detrimental effects on the health, safety, or general welfare of that child, other students, faculty, or school.
- The principal and/or pastor are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion. (Archdiocesan policy).
- **The administration of Saint Susanna School maintains the right to amend the contents of this handbook at any time.**

CLASSROOM INTERRUPTIONS

Parents may not “drop in” on teachers or classrooms before, during, or after the school day. All appointments with teachers must be scheduled in advance. Items for students are to be brought to the school office for delivery to the classroom. Students are not called away from class to receive telephone calls. Messages will be delivered to the classrooms. Parents are encouraged not to deliver forgotten homework

COMMUNICATIONS

Most of the school communication will be sent using our OPTION C program. However, we do realize that on occasion, there will be a need to have various school items sent home. Therefore, on the last school day of each month, a family envelope will be sent home via the youngest child attending the school. It will be the responsibility of the student to get the envelope to the parent(s). The family envelope is to be signed by the parent and returned to school within 3 days. Please do not send anything to school in this envelope.

CONCERN PROCEDURE

If a problem arises at school that you feel demands immediate attention:

1. Arrange a conference with the teacher.
2. Arrange a conference with the principal and/or teacher and principal.
3. If satisfaction has not been achieved, then a conference between the principal and the pastor should be scheduled.

In order for any grievance to be properly handled, you must adhere to the above procedures. There will be no exceptions.

CUSTODY

The school office needs, in writing, any information regarding custody and visitation rights. A copy of the appropriate section of the divorce decree should be sent to the office.

EMERGENCY DRILLS

Fire, Tornado, and Security Drills are conducted on a regular basis throughout the school year. Procedures for fire/tornado drills are posted in each classroom. Teachers have a copy of the Security Drill procedures in the Crisis Manual.

EMERGENCY MEDICAL AND AUTHORIZATION FORM

An Emergency and Medical Authorization Form must be completed for each student. The form is distributed at the beginning of school. It is to be completed and returned within one week of the start of school.

EMERGENCY SCHOOL CLOSING

Saint Susanna School will generally follow Mason City Schools’ decision when closing, delaying, or early dismissal due to weather. Saint Susanna School will use Option C to inform parents of school closing, delays, or early dismissal. Please use your best judgment as to whether or not you feel it is safe to transport your child/ren without bus service. If Kings, Lakota, Lebanon, and/or Little Miami are not on a 2 hour delay, but Mason is, our school personnel will be on-site to receive the students. However, if Mason cancels, and Kings, Lakota, Lebanon, and/or Little Miami do not, we will be cancelled.

If Saint Susanna School is on a delay, the AM Kindergarten will be cancelled.

If the actual temperature and/or wind chill is expected to be at or below 10° F on the morning of a scheduled school Mass, we will cancel the Mass and students will be dropped off at school. Parents will be informed through our Option C Parent Alert System.

Please note: Saint Susanna may close, even though Mason City Schools do not, if the administration deems conditions warrant closing.

FOOD ALLERGIES

Food allergies are becoming more common among children of school age. Allergic reactions can range from mild skin rashes to severe, life-threatening reactions with breathing difficulties. It is important to reduce the likelihood that these reactions will occur while children are at school.

Procedure and Practices, including responsible person(s):

1. When children with food allergies attend St. Susanna School the health aide will provide the family with access to the Food Allergy Action Plan and the Management Plan to be completed by the parent with guidance from the student's physician. These forms (along with the school medication permission form) must be completed and returned to the health aide on or before the first day the student is attending school. They will be kept with the student's emergency medication in the health clinic and also in the student's homeroom.
2. Based on the student's Food Allergy Action Plan and Management Plan, school staff will receive training by the health aide and put into practice:
 - a. Preventing exposure to specific food(s) that trigger allergy
 - b. Recognize symptoms of allergic reaction
 - c. Treating allergic reaction
3. Parents shall educate their child regarding his/her particular food allergies.
4. Parents shall provide appropriate medication on or before the first day the student is attending school.
5. Health aide will ensure proper storage of medication, equipment and staff training on use at school.
6. School personnel will promptly take proper steps outlined in Action Plan if a reaction occurs while the student is at school.
7. Health aide/secretary will notify emergency medical personal if epinephrine has been given.
8. Health aide will notify parents of any allergic reaction or possible contact with food that may cause an allergic reaction.
9. Student's food allergy information will be given to health aide and cafeteria personnel by parents.
10. Action Plan and medications will be taken on field trips by homeroom teachers. Student with food allergies will be with St. Susanna School teacher while on field trip.

Due to the possibility of food allergies, homemade treats may not be brought in to school for distribution.

Everything brought in must be in the package in which it was purchased, with the ingredients listed.

NO EXCEPTIONS

GENDER IDENTITY

In Catholic Schools, all curricular and extra-curricular activity is rooted in and consistent with, the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms, and gender appropriate dress, bathrooms, locker rooms, showers and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
 - i. What is the specific request of the student and/or parents?
 - ii. Is the request in keeping with the teaching of the Catholic Church?
 - iii. Is the school reasonably able to accommodate the request?

GENERAL SCHOOL REGULATIONS

- * Regulations and procedures established and communicated by the classroom teacher for the conduct of the students are to be followed.
- * All hardbound books belonging to the school should be covered at all times and carried to and from school in a book bag. Hardbound textbooks are not to be covered with contact paper.

- * Students may remain in the building after dismissal only under the supervision of a teacher or two adult moderators of an after school activity.
- * Bicycles are to be walked on and off the school grounds.
- * No toys, games, electronic or battery operated games, or music devices will be permitted. The school is not responsible for loss or damage of such items.
- * Only students currently enrolled at Saint Susanna School will be supervised on the playground during school hours by Saint Susanna staff.
- * Gum is not permitted on school grounds at anytime.
- * Students must remain silent when walking in the hallways, so as not to disrupt other classes.
- * Students may never use the copiers, the Ellison machine, or any other equipment reserved for the teachers.

ILLNESS

A student who becomes ill while at school will remain with the Health Aide/designated assistant until the student's parent/legal guardian is contacted and arrangements can be made for the student to be picked up. If parent/legal guardian cannot be contacted, the directions listed on Student Emergency Data form will be followed. Students should remain at home until they are without fever for a full 24 hours without medication. If a child has experienced vomiting, diarrhea, or fever during the night, (s)he should not be sent to school the following day.

IMMUNIZATIONS

Written proof of a student's immunization against diphtheria, tetanus, pertussis (whooping cough), poliomyelitis (polio), Hepatitis B, measles, mumps, rubella (German or 3 day measles), and varicella (chicken pox) is required for school attendance. In accordance with Ohio law, students are excluded from school no later than the fifteenth day after admission if not properly immunized or in the process of being immunized.

LOCKERS

- ◆ The lockers are the property of Saint Susanna School, and their use is a privilege. Lockers are subject to inspection by the teachers/administration at any time.
- ◆ Nothing may be displayed on the outside of lockers.
- ◆ Magnets may be used on the inside door. Nothing is to be attached to the sides, back, top, or bottom of the locker.
- ◆ Student lockers may not be locked at any time.
- ◆ No one but the assigned user of a locker may open it unless directed to do so by a teacher. The student assigned the locker is responsible for it, and should check it periodically for damage. If damage occurs the assigned user will be fined and /or held responsible for any expenses for repair.
- ◆ Students are to only be in locker rooms to get /put away items. They are to return to the classroom promptly.
- ◆ Students may only enter locker rooms at assigned times.

LUNCH PROGRAM

Saint Susanna School uses an internet-based online payment service called My SchoolBucks that makes paying for school lunches more efficient. This service is provided on a website (where parents may pay for lunch fees, view lunch balances, and/or view a detailed list of items your child(ren) are purchasing. Payments for Café Prepay may be made through Visa, MasterCard, American Express, and/or Discover. A \$10.00 minimum payment posts to the student's lunch account by the end of the next business day. (A \$2.50 service fee per student/per transaction is charged to the card holder for each credit card payment.) In order to use this service you must first enroll on the myschoolbucks Online Payment Website <https://www.myschoolbucks.com>. **OR** Checks or Cash may be sent to school with your child(ren). The teacher will collect your payment in the morning and send payments to the school kitchen. Please make checks payable to Saint Susanna Lunch Program. Include your child's name, grade and PIN #. If you are sending one check for more than one child, please note how much money should be put on each child's account. Money must be received before your child's lunch period to have it credited to their account in time for their use. Each student has their own lunch account that is accessed by entering their personal identification number (PIN) on the keypad at the cashier station. No cash will be accepted during lunch period. Lunch accounts should not be in the negative at the end of the year. All accounts must be paid up or have a positive balance to carry over for the following school year. The lunch Menu is posted each month on the Saint Susanna School Website.

Please direct questions regarding the lunch program to lunchroom@stsusanna.org or phone extension 3300.

LUNCH PROGRAM—CAFETERIA GUIDELINES

- * Each student will sit with the class at assigned tables.
- * Students are to walk at all times.
- * Students are to remain in single file as they purchase drink and food items.
- * Students will remain at their assigned tables until they are finished eating.
- * Students are responsible for cleaning their dining space and pushing in chairs.
- * Food is to be eaten in the appropriate assigned areas.

- * Objects or food may not be thrown.
- * There will be no loud talking or yelling.
- * No student may leave the lunchroom without the permission of the lunchroom supervisor.
- * Failure to abide by the above rules may result in the loss of recess or detention.
- * Only registered students may eat in the lunchroom—no visitors are permitted.
- * Fast food items are not to be delivered to any student during the lunch period.

MEDIA CENTER

Saint Susanna School Media Center provides students and faculty/staff with materials that support and enhance the curriculum, as well as items for recreational reading.

- * The Media Center is administered by a licensed K through 8 teacher. Materials are selected by the Media Center Administrator with suggestions of the faculty and students.
- * Each student and faculty/staff member is assigned a patron bar code number.
- * Materials returned damaged, or materials that are lost, are to be paid for at the cost of their replacement.
- * Students who have not returned books, or made payment for them by the last day of school, may not receive a report card until restitution is made.
- * There is a 'Birthday Book Club' for students wishing to donate books for a birthday or other occasion. The Media Center Administrator supplies a list of suggested titles.

MEDICATIONS

If medication is needed by your child, the following guidelines **MUST** be met in accordance with the Ohio Revised Code 3313.713 and the Ohio Nurse's Practice Act, and Archdiocesan Policy and Guidelines:

- 1) The administration of any drug, prescription, or over-the-counter medication (including topical medications) must be accompanied by a SAINT SUSANNA ADMINISTRATION OF MEDICATION REQUEST FORM signed by both the physician or provider licensed to prescribe medication, and the parent or guardian granting Saint Susanna School personnel permission to administer medication to your child. Administration of medication without the order of a licensed prescriber and parental permission could be interpreted as practicing medicine and is prohibited by law. A copy of the Medication Request Form is available on Option C and in the School and Health Aide's Offices.
- 2) This form must be completed for each academic year and/or whenever any medication change is made.
- 3) All medication, both prescription and over-the-counter, must be in an original container. Prescription medications must have an affixed label, which includes the student's name, name of medication, dosage and route of administration.
- 4) All medication must be brought into school by an adult and delivered to the Health Aide's office or the School Office. Students are not permitted to bring medications into school.
- 5) Students may self-carry and/or use prescribed inhalers for asthma, or any prescribed emergency medications such as, but not limited to, Glucagon, Epipen, or Diastat as long as written approval for self-carry is received from the parent/guardian and prescribing physician or licensed provider. This written approval would allow the student to self-carry emergency meds at school or at any school sponsored activity, event or program.

PARENTS' ROLE

- * Supply encouragement regularly to your child and his/her education.
 - a) Provide rest, food, shelter, proper dress, and school supplies for your child.
 - b) Encourage learning and good study habits.
 - c) Check homework and ask about daily events.
 - d) Provide emotional support for your child.
 - e) Promote good interpersonal and social skills.
 - f) Help your child set realistic goals and work together to achieve these goals.
- * Insure promptness and regular attendance to school.
- * Communicate with the teacher first in the event of any question or problem.
- * Be part of team effort with teachers and support school policies.
- * See Christ in teachers, staff, and fellow students, and treat them accordingly.
- * Be a model of respect for the teachers, staff, volunteers, students, and other parents. Refrain from gossip and public criticism.
- * Set a good example for your children.
 - a. Provide a Christian home life for your child.
 - b. Attend Mass regularly.
 - c. Participate in religious and parish functions.
- * Insist that your child behave in a manner that does not deny another student his/her right to learn. Be aware that children may act differently in different situations and under different supervision.

- * Be aware of outside influences that could negatively affect your child. Examples: movies, music, TV, internet, cell phone messages and texting, video games, peer groups, etc.
- * Inform the school of any unusual circumstances that might impact your child's learning and influence his/her behavior.
- * Recognize that the school is part of the parish community. The privilege of receiving an education at Saint Susanna is funded by all members of the church community.

PARTIES

Due to the ever increasing number of students with food allergies, edible birthday treats may no longer be distributed at school. Class time is not to be used for parties for individual students. The only approved classroom parties are on the last day of school before Christmas vacation, and in the afternoon of Valentine's Day. Gift exchanges that are **not organized** by the classroom teacher are strictly prohibited. **Personal invitations and announcements will not be distributed at school.** Please utilize the U.S. Postal Service for this purpose.

PLAYGROUND

- * No rough games are permitted on the playground.
- * Hardballs, softballs, footballs, skateboards, super balls, Frisbees, roller blades and skates are not permitted.
- * Students may not leave the school premises or re-enter the building without the permission of the staff member on duty.
- * Students are to play only on those areas designated as play areas.
- * The throwing of rocks, sticks, snowballs, or any other object is prohibited.
- * Students may not hang on basketball rims.
- * Damage to any playground equipment during the school day will be charged to the student(s) responsible.
- * Parents/legal guardians are responsible for students on the playground when school is not in session. This includes but is not limited to: athletic practices/cheer leading practice, social activities, festival, group meetings (ex. Scouts), etc.

RELEASE OF STUDENTS

Students released during the school day leave from the school office. Students are not released from the classroom or playground.

A note signed by the student's parent/legal guardian is required for a student to be released during the school day.

The responsible party picking up the student must sign the child in/out at the school office.

SCHOOL DAY

The school day begins at 8:10 AM and ends at 3:00 PM. Students enrolled in "flex day" kindergarten will be dismissed at 11:50AM. The school building is open each morning at 7:50 AM. Students may not arrive before that time. On Wednesdays and other days when students and faculty attend Mass at 8:15, students may not be dropped off at school prior to 9:10. If they arrive before 9:10 they must be dropped off at church. School personnel will not be responsible for supervision of students before 7:50 AM or after 3:15 PM unless the student(s) are engaged in a before or after school sponsored activity. Supervision of students to and from school is the responsibility of parents/legal guardians of the student.

SCHOOL SPONSORED ACTIVITIES

The rules of conduct listed herein apply to all school sponsored activities. A student who is suspended or expelled from school shall not be permitted to participate in or to attend a school sponsored activity.

STUDENT RECORDS

All school records are confidential and come under the protection of the "privacy act". Student records are not released without a signed record release form. The natural parent/legal guardian always has access to the student records unless those rights were lost through adoption, court order or the child reaching the age of maturity. A divorce or change in custody does not change the rights of a natural parent to their child's records. The step-parent of the student does not have legal access to a step-child's records unless the natural parent has given the power of attorney, or the natural parent shows the records to the step-parent.

If teachers are requested by a parent to complete Vanderbilt or other diagnostic forms for a student, they will gladly do so. However those forms will be sent directly to the doctor, and not given to the parent.

STUDENT'S ROLE

- * Give your best effort each day and be willing to learn.
- * Behave in manner that allows all students an opportunity to learn.
- * Accept responsibility for your own actions and their consequences.

- a) Know, understand, and practice classroom rules.
- b) Be honest; do your own work.
- c) Respect the property of Saint Susanna School, others, and your own.
- d) Think for yourself, be proud of yourself, and strive to make wise choices.
- * Be prepared each day with completed assignments, proper dress, necessary supplies, and a positive Christian attitude.
- * See Christ in teachers, staff, and fellow students, and treat them accordingly.
- * Let teachers know if you have a problem that could interfere with your learning.
- * Recognize that attendance at Saint Susanna is a gift from your parents and parish members, and a privilege.
 - a) Be proud of your school and get involved constructively.
 - b) Represent Saint Susanna School in a proper manner.

TECHNOLOGY

Students are responsible for their behavior on school computers and must use them in a manner consistent with Christian values. Computers are provided for research and to complete assignments, and use may be revoked if a student uses them improperly. Communications on the network are public in nature. Network administrators and school officials may review files and communications. Students are not permitted to use school computers for the following (unless directed by teacher): to send or receive e-mail; subscribe to news/mail lists; send, receive or display inappropriate messages or pictures; participate in chat sessions; pass on messages; download anything without permission; use a disk from home without permission; install software without permission; use inappropriate language; threaten, insult or harass anyone; intentionally visit inappropriate online sites; reveal personal information; post false or harmful information; violate copyright or fair use laws, submit documents from the internet as own work; use someone else's password; trespass in another's folder/work/file; waste resources by intentionally printing things "just for fun"; printing an entire web page when cut/paste is an option; printing before proofreading; using school computers for commercial purposes; or doing anything that could damage the computers or network.

All Saint Susanna students pledge to follow these rules while using the Internet and computers at Saint Susanna School:

- Any violation of the following rules will result in disciplinary action.
- The Technology coordinator will determine the amount of time, depending on the offense, scheduled out of the computer lab.
- Students will never give out personal information such as their home address, telephone number, or the name and location of their school without the teacher's permission.
- Students will tell the teacher right away if they come across any information that makes them feel uncomfortable.
- Students will not send e-mail, access their own Internet account, or send a person their picture or anything else without the permission of the teacher.
- Students will not reply to any messages without the teacher's permission. It is not the students' fault if they get a message that makes them feel uncomfortable, and if they do, they will tell the teacher right away.
- Students will not download any material from the Internet onto the school network, school computers, disk, or flash drive, or upload anything to the Internet without the teacher's specific directions to do so.

E-READER ACCEPTABLE USE POLICY

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets, like computers, etc. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation. All e-Readers must be registered with the Saint Susanna School Technology Coordinator and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.

- E-Readers are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
- All material on the e-Reader must comply with the spirit and policies of Saint Susanna School.
- All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
- E-Readers must be used at appropriate times in accordance with teacher instructions. The e-reader must not be a distraction for the student or those around him/her, nor be a source of any classroom disruption.
- E-Readers are not to be used during lunch or during recess time.

- The student is responsible for knowing how to properly and effectively use his/her e-Reader and this should not be a burden for the teachers, nor is it the responsibility of the teacher if a student accesses unauthorized content.

COMPUTER LAB

1. Students are not permitted:
 - in the lab without the presence of a teacher.
 - to bring food or drinks in the lab. This includes gum and candy.
 - to change the background, screen saver, or any other settings.
 - to remove or alter any identification tags from the computer.
 - to connect or disconnect any wiring to computers.
2. Student should respect the computers. They are for everyone's use.
3. The computers are to be used only for school related activities. Do not download from the Internet.
4. Students should submit print jobs one time. Network printing is not instantaneous.
5. Students should keep keyboards, mouses, mouse pads, and monitors in their original position. Teachers will ensure all workstations are orderly before leaving the lab.
6. In addition, all rules and guidelines set forth in the Student Handbook apply to all activity in the computer lab

I-WATCHES AND OTHER "WEARABLE TECHNOLOGY"

1. Any technology capable of receiving email, text messages, or connecting to the internet, that is worn on the wrist or other parts of the body, may not be worn during the school day.

TRANSPORTATION

All private vehicles must use the north parking lot of the Meyer Center during school hours.

BUS RIDERS AM

Buses will enter school grounds using the service road from the church parking lot. Students will be dropped off on Fifth Avenue and buses will continue to follow traffic pattern and exit to Reading Road.

CAR RIDERS AM

Drivers are to enter the school parking lot from Fourth Avenue. Circle around and pull up to the last cone. Drop off child/ren... (If exiting on the left of the vehicle, please walk around to the front of vehicle). Exit parking lot turning left. Please keep the traffic pattern moving.

BUS RIDERS PM

Buses will pick up students in the school parking lot off Fourth Avenue and along Fifth Avenue. Students will be dismissed by the teachers after the 2:52 PM announcements and escorted to the buses.

CAR RIDERS PM

Parents are to enter by way of the service road from the church parking lot and proceed to the South side parking lot at the Meyer Center. Please make sure your vehicle is facing forward in each parking space (in other words, you may need to back in). For some, who may have trouble backing in, you might want to pull through a center parking spot—thus eliminating the need to back in. All parents are to get out of their cars and retrieve their child/ren from the Meyer Center. Drivers are to exit in front of the Meyer Center, or out Fifth Avenue. Cars will not be permitted to exit until the buses have departed. Students waiting for rides after school may not leave the school property. For reasons of safety, dogs are not permitted at pick-up. These safety procedures are to be followed by everyone in order to ensure the safety of our students.

WALKERS PM

Walkers will meet for dismissal in the media center, and will be dismissed after the buses have left.

AFTERCARE STUDENTS

Students attending Champions Aftercare will meet Champions staff members in the gym to be escorted to their rooms. Their hours will be from 3:00-6:00pm please use door C-11 for pick up. If there is a change in plans, please let the school office and Champions know.

****Reminder: Please remember to send in a written note with your child in the morning if he/she is being picked up during the day, or if there is any change in the child's normal end of school day routine.** Please have your child give it to their homeroom teacher who will forward the note to the office.

BUS REGULATIONS

- There is to be no misconduct of any kind.
- All students are to be seated unless boarding or exiting the bus. No moving about the bus while the bus is in motion.
- No loud talking, noise, eating, drinking, or smoking on the bus.

- Students may only ride a bus other than their assigned bus, or get off the bus at a stop other than their assigned stop with a bus pass signed by the school secretary. A parent must send a note to the school office requesting the change for that day in order to be issued a bus pass.
- Students may only ride a bus that is from their public school district of residence. There are no exceptions to this rule.
- No hands, heads, or other parts of the body are permitted to extend out of the bus windows, doors, or across the aisle.

The bus driver has full authority to enforce the above regulations. If a student receives a discipline slip from the bus driver, Saint Susanna School will abide by the rules of the bus service the student is riding. All discipline slips are kept on file for one year.

First Offense— Student has a conference with the administration. The parents receive a copy of the discipline slip.

Second Offense—Parents may be required to come to the school for a conference with the administration.

Third Offense—Student will be given a bus suspension - days to be determined by the administration.

Fourth Offense—Student may no longer be permitted to ride the bus.

TUITION/RE-REGISTRATION

Tuition 2019-2020 School Year

Parishioner Tuition for families with students in Grades 1-8 only				
Number of Children	One	Two	Three	Four
Total Tuition	\$ 4,145.00	\$ 8,209.00	\$ 12,070.00	\$ 14,469.00
Minus registration fee	\$ 100.00	\$ 150.00	\$ 150.00	\$ 150.00
TUITION DUE	\$ 4,045.00	\$ 8,059.00	\$ 11,920.00	\$ 14,319.00
Timing Options				
Paid in full by 7/1/17 and no use SMART Tuition	\$ 4,045.00	\$ 8,059.00	\$ 11,920.00	\$ 14,319.00
Partial Payment: equal monthly payments due 1st of July- 1st of March	\$ 449.44	\$ 895.44	\$ 1,324.44	\$ 1,591.00
Partial Payments: 4 quarterly payments due 1st of July, October, December, February	\$ 1,011.25	\$ 2,014.75	\$ 2,980.00	\$ 3,579.75

IF Monthly or Quarterly Payment Plan is used, families must enroll with SMART Tuition.

Non-Parishioner Rate = \$5,185.00 per student

Non-Parishioner Rate = \$3,469.00 per student HALF/FLEX day

Registration and re-registration for the 2020-2021 school year will begin January 14, 2020. A form will be sent home to currently enrolled families prior to January 14. Completed form and registration fee is due in the office no later than February 14, 2020. Families not returning the form and registration fee by that date will be removed from the school roster for the 2020-2021 school year. Class openings will be filled immediately from the waiting list as well as new registrations. Parents seeking tuition assistance must be actively involved in the parish and complete a student aid application for the next school year by mid-March, 2020. The parish utilizes FACTS Grants and Aid Assessment used by all high schools and many elementary schools in the Archdiocese. There is a limited amount of tuition assistance funds to be distributed based on need.

All financial obligations for the current school year must be up to date and fulfilled completely by the date specified on the family's Tuition Selection Agreement, or by the date agreed upon with the Parish Office. If this is not the case, records will not be released to any school (public or parochial, high school or elementary) unless/until all tuition and other fees that are due to Saint Susanna School are paid.

Registration will not be accepted for the next school year until all tuition fees are up to date or have been paid in full by the date specified on the Tuition Agreement.

VISITORS

All visitors to the school are required to sign in at the office when entering the building. A name tag will be issued. Visitors must sign out when leaving. No personal pets are to be brought to school.

VOLUNTEERS

All parents who want to volunteer in the classroom chaperone field trips, or in any way work with Saint Susanna students must attend a *Protecting God’s Children* seminar, provided by Virtus, have a clean background check, and read the monthly training bulletins online. If you have not yet attended a seminar, please contact Cathy Meyer, meyerc@stsusanna.org or 398-3821ext. 3113 at the parish office in order to register. She will provide you with a FASTRAX code that will cover the fee for you to complete the process for the background check online. Please be aware that effective July 1, 2014, previous training, not provided through Virtus, is no longer valid for volunteering in the school. If you experience behavior from a student that may warrant disciplinary action please inform the nearest teacher, so that they may address the issue.

WITHDRAWAL OF STUDENTS

Written notification must be submitted to the School Office at least two weeks before the effective date of withdrawal. A Request for Records Release must be signed by the parent/legal guardian. Tuition must be current and up to date before student records can be released or sent to any other institution. The cost of a child’s education is a full school year expense. Parents need to understand that books and teaching supplies and materials are purchased, teachers and support staff are hired, and classrooms are prepared in anticipation of each student’s full-year enrollment. As a result, Saint Susanna School has established specific policies and guidelines regarding students who withdraw from the school.

Examples

Withdraw before first day of school year	Payments due: July and August
Withdraw from 1st day through December 15	Payment due: July 1 through the end of the month of withdrawal
Withdraw after December 15	No Refund

Without a two week notification period, an additional month’s tuition must be paid. Tuition must be current and up to date before any refund can be processed.

There is no tuition refund for students who are dismissed for disciplinary reasons.

ACADEMIC INFORMATION

RELIGIOUS INSTRUCTION

Religious instruction is provided within the classroom following the time allotments and course of study specified by the Office of Religious Education of the Archdiocese of Cincinnati.

Students are exposed to and have the opportunity to participate in a variety of prayer forms both within the classroom and as a school community including attendance at Mass, special liturgies, seasonal devotions, and community prayer.

Catechesis for sacraments is done in the classroom and outside of the classroom. Parents will be contacted with specific schedules, responsibilities, requirements, and sacramental fees. Parents are responsible for the specific preparation of their children and for the decision regarding readiness of their children for reception of the sacraments.

CURRICULUM

Instruction in the academic areas follows the time allotments and course of study approved by the Archdiocesan School Office. Support is given to students as determined by school personnel in the areas of enrichment, speech, and support education

FIELD TRIPS

Students have presentations by community resource persons as well as field trip experiences. These activities are a privilege, not a right, and are integral to assist the learning for life which is extended beyond the classroom. All school sponsored trips support the curriculum of Saint Susanna School. Students will wear school uniforms or clothing that meets the same regulations as the Dress Code.

Chaperones will be determined by the school. Parents who agree to be chaperones for any school field trip must understand the serious nature of this responsibility. They are agreeing to share the responsibility of supervision for those students who are assigned to their group with that of the teacher. This means they are committing to give their full undivided attention to ensuring the safety and well-being of their assigned group to the best of their ability. This agreement also carries legal liability in the event of carelessness or negligence on the part of the chaperone during the execution of their duties. In addition, chaperones must be at least 18 years of age, have a clean criminal background check, and have completed all requirements of the Archdiocesan Decree on Child Protection.

A **written signed consent form** releasing the school from liability is required for students to participate in field trips. Telephone permission **will not** be accepted.

A copy of Saint Susanna School's permission slip form can be found on OPTION C.

GRADING SCALES

In grades K through 2, a "Standards Based Report Card" is being required by the Archdiocese of Cincinnati. The assessment scale used to track student progress is:

- 4 – Consistently demonstrates/exceeds proficiency
- 3 – Frequently demonstrates proficiency
- 2 – Progressing toward proficiency
- 1 – Demonstrates limited progress toward proficiency
- N/A – Not assessed this grading period

Grades 4-8 Grade Scale

100-99-98 = A+	81-80-79 = C
97-96-95 = A	78-77 = C-
94-93 = A-	76-75-74 = D+
92-91-90 = B+	73-72-71 = D
89-88-87 = B	70-69 = D-
86-85 = B-	68 or below = F
84-83-82 = C+	

GRADUATION REQUIREMENTS

In order to be promoted, it is necessary that all Eighth grade students successfully complete the academic requirements at each grade level. Any Eighth Grade student failing two or more major subjects will not graduate, and will need to attend, and successfully complete, the work in summer school. All tuition and fines must be paid, and all books and materials lent to the student returned to the school.

HOMEWORK GUIDELINES

The staff at Saint Susanna School believes that homework is an important part of the student's learning process. Homework helps to reinforce the work done at school. It helps to develop the student's study skills and self-discipline. The student will also develop his/her independent learning skills and ultimately become responsible for his/her own learning.

How much time a student should spend on homework each night is often debated. Although this will vary from student to student, as well as on type of activity, we offer the following guideline. As with all guidelines, common sense must prevail.

GRADE	TIME PER DAY	TIME PER WEEK
1-2	15 - 30 minutes	1-2.5 hours
3-4	20 - 50 minutes	1.5 - 3 hours
5-6	45-90 minutes	4-7.5 hours
7-8	2 hours	10 hours

A student who habitually fails to complete homework assignments will be dealt with on an individual basis.

INTERIM REPORTS

Teachers in grades 4, 5, 6, 7, and 8 will be putting their grades on Option C for all families to view throughout the entire school year.

PROMOTION/RETENTION/PLACEMENT POLICY

In order to be promoted to the next grade level, the student must demonstrate competency in meeting subject area objectives as stated in the Archdiocesan Graded Courses of Study.

The following guidelines are considered as part of the promotion decision.

In the Primary Grades (K-3), the promotion of students is based on mastering 1) Reading Skills appropriate to grade level which is, at the minimum, the completion of the first half of the reading series for the student's grade level and 2)

Mathematics and Language Arts skills appropriate to the student's grade level. The decision is also based on maturity factors which include social, emotional, psychological, and physical development appropriate to the student's grade level.

In the Intermediate Grades (4-6), the promotion of students is based on satisfactory performance defined as the maintaining of at least a D (70-76) average (all trimesters) for the school year in 1) the subject areas of Reading and Mathematics, and 2) in a minimum of two of the subject areas of Religion, English, Social Studies, Science and Health.

In the Junior High Grades (7-8), the promotion of students is based on satisfactory performance, defined as the maintaining of at least a D (70-76) average for the school year determined on the basis of trimester grades and final examination grade in 1) the subject areas of Reading and Mathematics, and 2) in a minimum of two of the subject areas of Religion, English, Social Studies, Science, and Health.

Summer school may be required for promotion or placement.

If a student could potentially fail for the year, parents will be notified at mid-year.

Students failing 6th, 7th, or 8th grade must repeat at another school.

REPORT CARDS

Report cards are issued at the end of each trimester and can be viewed via Option C. See the school calendar for these dates.

STANDARDIZED TESTING

In accordance with Archdiocesan Policy, Saint Susanna School will administer the Iowa Test – and the Cognitive Abilities Test in Grades 1, 2, 3, 4, 5, 6, 7. These tests are given each year in the spring (February 24, 2020-March 13, 2020). **Please do not schedule any outside activities during this time—students must be in school for the testing.**

STUDENT RECOGNITION

To acknowledge students for their academic achievement, effort, positive behavior, and Christian attitude, a certificate of award for each trimester grading period will be presented. Students will receive their certificates with their report cards.

Grades 1 - 3

1. Personal Success Award - Given for any success, effort, and/or citizenship as determined appropriate by the teacher.
2. Achievement - Given to students who raise their grade in two of the five core subject areas of Religion, Language Arts, Mathematics, Science, and Social Studies or have demonstrated significant progress as determined by the teacher.
3. Scholastic Merit - Given at the end of the year to Third grade students who have all O's in the five core subjects for all three trimesters.

Grades 4 -8

1. Honors Award - Grades for Religion, Reading, English, Mathematics, Science/Health, and Social Studies are assigned point values. A= 4 points; B = 3 points; C = 2 points; D = 1 point.

First Honors = 22 - 24 pts.

Second Honors = 18 - 21 pts.

When Science and Health are in the same trimester, thus adding an additional grade, the following point values are used:

First Honors = 26 – 28 pts. Second Honors = 22 – 25 pts.

**Honors will not be given to a student who has a grade below a “C” for that trimester.

2. Achievement Award - Given to students who raise their grade point by at least 2 points.
3. Citizenship Award - Given to students (4, 5, & 6) for not having marks on the Personal Development Areas of the report card. Given to students (7 & 8) for not having marks on the front or the back of the demerit card.
4. Scholastic Merit - Given at the end of the year to students who have maintained all A's in the six core subject areas (7 if science and health are taught in the same trimester) for all three trimesters.

ATTENDANCE POLICIES

REPORTING AND MONITERING STUDENT ABSENCES

Each day a child is absent from school, a parent or legal guardian must call the school office prior to 9:00 AM (398-3821 Extension 3194). Follow the prompts on the attendance phone line. Please state your name, the student's name, grade and homeroom; and the reason for absence. If no "excused absence or tardy" reason is given, student will be marked "unexcused".

Saint Susanna School must comply with the "Missing Child Act" which requires daily contacts with the parent(s) of every absent child. **Within two days of the child's return to school, he/she is required to bring a note dated and signed by the parent or legal guardian, indicating the reason for the absence. (Filling in the bottom line of "A Note to School" is sufficient)**

EXCUSED ABSENCES:

- Personal illness or injury
- Medical or dental appointments (partial days, in most cases)
- Illness or death in the family
- Funeral of immediate family member or relative
- Quarantine
- Required court appearances
- Lack of bus transportation due to inclement weather
- Emergencies and other reasons deemed sufficient by the administration

UNEXCUSED ABSENCES AND TARDIES

- Missing the school bus
- Experiencing transportation problems at home or on the way to school
- Remaining at home to complete school assignments
- Missing school without legitimate illness
- Oversleeping
- Late activity previous night

DAILY ATTENDANCE

Generally, 8 absences from school per year or 5 tardies to school per year for the reasons identified as "Excused Absences and tardies" may be documented by a parent note. Absences in excess of 8 per school year or tardies in excess of 5 per school year may not be excused by a parent and shall require documentation by the child's physician, nurse practitioner, or physician's assistant.

Excessive Absences—(Absences exceeding 18 days for the entire school year)

A student may not pass to the next grade if his/her cumulative absences during the year exceed 18 – with or without medical verification. An exception could be made in the event of a student's hospitalization or chronic and prolonged illness. In the case of students that are hospitalized, or have chronic or prolonged illness, the student's physician must write a letter to the principal which documents the student's absences from classes as a result of the illness and the parents will meet with administration and the student's teacher(s). In any case, the school reserves the right to lower a student's grades significantly when absence from school is considered excessive.

LATE ARRIVALS, EARLY DISMISSALS, AND MID-DAY APPOINTMENTS

Tardiness:

A student will be considered tardy if he/she arrives at his/her homeroom after the 8:10 AM bell. A student will be considered tardy if he/she is out of school for any reason between 8:10 AM to 3:00 PM for two hours or less. If a student is more than two hours tardy, or leaves school for more than two hours, it will be considered one half day absent. A student must be at school a minimum of three hours to be considered present for half a day.

Only four unexcused tardies per trimester will be tolerated prior to disciplinary action. For all tardies (up to 5 per year), the student must have a note from the parent/guardian stating why the student was tardy. Upon receipt of the fourth unexcused tardy in a given trimester, an advisory letter/email will be sent to the parents. The Administration will assign a detention to the students in grades 2 through 8 for each unexcused tardy after the limit of four per trimester. Students in grades K and 1 will spend a recess period in the office for each unexcused tardy after the limit of four per trimester. Excessive tardiness may be referred to the appropriate authorities. Students arriving on a bus which is late will not be counted as tardy.



Please note to align with the wording on our report card, we are no longer using the term "incomplete".

Half-Day Absences:

If a student is absent for **two to four hours** on any given day, he/she will be marked absent for one half day.

Full Day Absences:

If a student is absent for **more than four hours** on any given day, he/she will be marked absent for one full day.

Early Dismissals:

If it is necessary for your child to leave school early, please send a note to your child's homeroom teacher explaining the reason. This note will be sent to the office for review, approval, and recording. At the proper time, report to the main office and your child will be called for early dismissal. Do not go to the classroom to pick up your child. The limits for excused tardies above also apply to students leaving and returning during the school day. Please give documentation of medical appointments to the child's homeroom teacher.

If you are called by the nurse to come to school to pick up your child, you must report to the school office. A picture ID is required for all persons (other than parents) picking up a student. Please note that early dismissals will be recorded as an incomplete day or half-day absence per the above guidelines.

Please Note: On trimester report cards, both excused and unexcused tardies and absences less than two hours during, or at the end of the school day will be reported under "Times Tardy."

MAKE-UP WORK

Parents/Students can retrieve information regarding homework when absent from school after 4:00 PM each day through each teacher's OPTION C postings. For absences more than one day, appropriate homework and related materials will be gathered at the request of a parent. These requests should be directed to the student's homeroom teacher's voice mail or by email before 10:00 AM. Requests after 10:00 AM may not be able to be prepared. Materials will be ready for pickup between 2:30 and 3:15 PM in the school office. If a student is absent for one day (only), homework will not be sent home. Each student will be given time to make up the homework upon his/her return to school.

VACATIONS

Every effort needs to be made to have all children in attendance every day. It is understood that children will need to be taken out of school to attend family funerals, and for other serious or emergency reasons. Parents are asked not to take children out of school for family vacations and shadow days at the parents' place of employment. Students simply miss too much when not in school for extended periods of time. **Parents who do take their children out of school for family functions/vacations/sporting events are required to inform the student/s' teacher/s AND the school office in writing at least three school days prior to the absence. Teachers will not prepare assignments in advance of the trip.** In addition, it is the student's responsibility to acquire and complete all work upon his/her return to school. Information regarding homework, etc. while on vacation can be obtained by way of each teacher's OPTION C postings.

DISCIPLINE POLICY

CODE OF CONDUCT

The Mission Statement of Saint Susanna School states that each child has divinely given rights, among them the right to be educated as a Christian. In keeping with this statement, the student's role in discipline is seen as one of respecting that right, along with the rights of others. Those rights include the teachers' right to teach and the right of the other students to learn.

Self-discipline is a part of everyone's life; therefore, good discipline is essential to the emotional growth of every student at Saint Susanna School. Discipline should be appropriate for the needs and age of the student.

As educators, we wish to instill in our students a sense of responsibility for his/her actions and academic performance. Discipline should be based on the idea that a student must face the consequences of his/her actions. Whatever disciplinary action the school uses shall be done considerately and courteously. The administration/teacher will use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case. Appropriate student decisions result in positive consequences; poor student decisions result in negative consequences.

All adults on staff are responsible for student discipline. This includes, specials, cafeteria, secretarial, auxiliary, custodial, and enrichment program providers. Inappropriate behavior will be addressed by the teacher or staff member who observes it.

The violation of one or more rules may result in disciplinary action, including, but not limited to, a conduct referral, detention, suspension, emergency removal, and/or expulsion. This code and its provisions are applicable on school property, on the buses, and at school-sponsored activities. When appropriate, law enforcement agencies will be contacted. The school will cooperate with and fully support these agencies.

If a student, and/or his/her parent/guardian behaves in a way that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that Saint Susanna School is not the appropriate educational environment for that child.

RULES OF CONDUCT

The following rules apply to every student in Saint Susanna School. The violation of these rules is considered by the school to be a serious matter. The administration will consider the child's age, his/her intent, and past behavioral performance when deciding the appropriate consequence for a child who has violated a rule. The school's main purpose is to teach children to abide by reasonable rules. Violation of these rules will result in detention, emergency removal, suspension, or expulsion. Students may not engage in improper behavior including but not limited to:

Assault: A student shall not act or behave in such a way as to cause or attempt to cause physical injury to other students, visitors, or staff members of the school, nor shall any student encourage another person to commit the offense of assault.

Cell Phones: Cell phones are not needed during the school day, but realizing that a child may need a phone to contact home for rides etc. after school, the following rules will apply:

1. Cell phones must remain turned off and in the student's backpack during the school day.
2. The cell phone may not be used at school unless approved by a teacher.

If these guidelines are not followed by the student:

1. The cell phone may be taken away and turned into the office. The cell phone will have to be retrieved from the office by a parent. AND
2. The student may be given a detention.

Class Disruption: A student must abide by all classrooms rules so as not to interrupt the educational process of the classroom.

Cyber Bullying – Cyber bullying is the willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices. A cyber bully harasses, threatens, or humiliates peers through social media, texting, email, online gaming, messaging and/or any other form of technology. Any form of cyber bullying that occurs outside of school hours may merit consequences at school if it disrupts the school learning environment and civil authorities may be required to investigate the occurrence.

Cyber bullying includes (but is not limited to):

- Use of cell phone to make repeated prank phone calls or send unwanted or intimidating text messages including pictures to the victim
- Post cruel comments to the victim's social networking site or send unkind or rude emails or text messages to the victim
- Create a fake social networking profile to embarrass the victim
- Use a victim's password to break into his account, change the settings, lock out the victim, and impersonate

the victim

- Forward the victim's private messages or photos to classmates and others
- Forward or post embarrassing or unflattering photos or videos of the victim
- Spread malicious rumors or defame the character of the victim through instant messaging, text messages, social networking sites, or other public forums
- Gang up on or humiliate the victim in online virtual worlds or online games
- Posting material (text or photos) that is a negative reflection of the school or members of the school community

Destruction of Property: A student shall not cause or attempt to cause damage to school property or private property on school premises or at a school activity off school grounds. A student is responsible for all restitution when damage occurs. Students may not be permitted to return to school until restitution is made.

Disrespect: A student shall not intimidate, discriminate against, make obscene gestures, insult, use profane language, verbally abuse or abuse in writing any student, employee of Saint Susanna, or a visitor in the school.

Disruption of School: A student shall not by use of force, violence, noise, signs or writing, behavior, intimidation, or coercion cause the disruption of any school function.

Drug and Drug Substances: All drugs, drug substances and drug-like substances must be authorized by the student's personal physician and be approved by the school nurse's office before such a substance is permitted for personal use by a student on school premises or at a school sponsored activity. No student shall use, have on his person, be within easy access to, be under the influence of, sell, give away, make drug paraphernalia, or conceal unauthorized drugs, drug substances, or drug-like substances (including over the counter drugs) on school premises or while attending a school sponsored activity. This shall include, but not be limited to, all "uppers," "downers", "acids", "sopers," quaaludes, cocaine, marijuana, and alcoholic beverages.

Electronic (e)-cigarettes: Students shall not use e-cigarettes while on school premises. A student shall NOT have on his person, be within easy access to, sell, give away, or conceal e-cigarettes or e-cigarette juice products on school premises.

Extortion: A student shall not gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat. No form of gambling involving money (including sports brackets) is permitted on school property during school hours.

False Alarms: A student shall not initiate an alarm for fire, an impending bomb explosion or other catastrophe without just cause and without notifying the principal of his/her actions.

Fighting: A student shall not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons.

Fires: A student shall not burn or attempt to burn any buildings or property owned or leased by Saint Susanna Parish.

Fireworks and/or Explosives: A student shall NOT have on his/her person, have easy access to, transmit, conceal, use, or threaten use of fireworks, explosives or other such devices capable of inflicting bodily injury or disrupting the educational process.

Food and Drink: Students are expected to keep the premises, including the lunchroom and restrooms, clean and free of litter. Food and drink are only permitted in the classrooms with the permission of the teacher. Gum chewing is not permitted on school property.

Forgery: A student shall not falsify school forms, school records, correspondence, examination papers, or other school data not herein listed.

Hazing: A student shall not plan, encourage, or engage in any hazing of another student or students. Student organizations are not permitted to haze members of their organization. Hazing may result in the person(s) or organization being liable for civil or criminal penalties in accordance with Ohio law.

Horseplay: A student shall not engage in loud, boisterous, rough play or pranks.

Insubordination: A student shall NOT disregard or refuse to obey directions given by school personnel.

Leaving School Grounds without Authorization: A student is considered to be on school grounds and under the direction of school authorities upon boarding the school bus or when entering the school grounds. Students are not permitted to leave the school grounds until dismissed at the end of the school day, unless they have an early dismissal approved by the office. Students are to remain within the specific boundaries of their school building and grounds as specified for use.

Public Display of Affection: Students shall not engage in any lewd or inappropriate displays of affection deemed unacceptable by the administration, faculty, or staff.

Public Indecency: Students shall not uncover or expose parts of their bodies that are regarded as private, nor shall they cause another person to do so.

Stealing: A student shall not take or acquire the property of others without the consent of the owner.

Threats: No student shall threaten any person, in earnest or in jest, with physical or psychological harm. Refer to bullying policy below.

Tobacco Products: Students shall not use tobacco products while on school premises. A student shall NOT have on his person, be within easy access to, sell, give away, or conceal tobacco products or look alike tobacco products on school premises.

Truancy: No student shall be truant from school. A student shall be considered truant when absent from school without permission of his/her parents and school officials.

Weapons: A student shall not use, handle, have on his person, have easy access to, transmit or conceal any object or weapon or look-a-like, such as a knife, chain, club, or firearm that could be considered a dangerous weapon capable of inflicting bodily injury.

METHODS OF DISCIPLINE

Discipline will include but not be limited to the following methods:

1. **Responsibility Marks** are given to students for the following reasons:

- * incomplete assignments
- * not having papers signed
- * coming to class unprepared

2. **Conduct Marks** are given to students for these reasons:

- * bullying
- * violation of classroom rules
- * classroom disruption
- * peer aggression or aggression against a staff member
- * disrespecting others
- * inappropriate language or gestures

3. **Conduct Detentions** are given for violation of the Rules of Conduct (*refer to section above*) or for skipping assigned detentions. A teacher or administrator may assign detention to a student when, in their judgment, it is the most appropriate disciplinary action. See Detention Policy below.
4. **Time out:** the student or teacher may initiate a time out for a period of no longer than 30 minutes. Time out is to allow the student an opportunity to calm him/herself as to avoid additional disciplinary action.
5. **Emergency Removal:** The term emergency removal shall mean the removal of a student from curricular or extracurricular activities or from the school premises when the student's presence poses a continuing danger to persons or property or a threat of disrupting the academic process.
6. **In-School Suspension:** the term in-school suspension shall mean a student will be removed from the classroom and all related activities for one (1) day.
7. **Out-of School Suspension:** The term suspension shall mean the removal of a student from the school premises and all related school activities for a period of time of one (1) school day and up to but not more than ten (10) school days for each occurrence. (*Note - A student will not be permitted to make up school work missed due to an out-of-school suspension.*)
- * **Suspensions are issued for major behavioral events or an accumulation of minor disciplinary actions.**
8. **Expulsion:** The term expulsion shall mean the permanent exclusion of a student from school attendance.

POLICY AND PROCEDURES

1. **Grades K-2** use a graduated system of three steps. Students who reach a step or steps by the end of the school day receive a punishment as determined by the teacher. These may include responsibility marks, loss of some recess time, etc. In the case of a serious breach of conduct, the teacher may refer the student to the principal, or assistant principal.
2. Teachers in **Grades 3** may determine the number of conduct marks needed to result in a detention. In third grade the student is learning the school procedure. More flexibility is required due to the age of the students. Teachers will notify parents when changes are made.
3. A detention will be given when students in **Grades 3-8** receive three conduct marks, or for significant behavioral actions.
 - ◆ Conduct detentions will be held on Friday afternoon following parent notification. Parents are to sign and return notification the next school day. If school is cancelled or delayed for any reason on a Friday, detention will be cancelled and will be served the following Friday. Any student missing his/her assigned detention due to illness will be required to serve detention the following Friday. All students in grades 3 through 8 will report to the main office from 3:00-3:45pm.
 - ◆ Date and time are not negotiable.
 - ◆ Student will report to the office at the end of the school day.
 - ◆ Parent must pick student up at the office by 3:45pm.
 - ◆ Failure to report **on time** results in the student serving the remaining time plus an additional detention.
 - ◆ Failure to report for detention results in the student serving detention for the next two consecutive Fridays.

- ◆ Should a student not report parents will be informed immediately following attendance.
- ◆ **Siblings of students serving detention may not accompany their sibling to detention, or be left unattended on school grounds.**

4. Homework/Responsibility detentions will be determined by the grade level teachers.

When a student in **Grades 3-8** has accumulated three (3) detentions in one trimester for responsibility or conduct the following procedure will take effect for the remainder of the current trimester.

- * Student may not be permitted to go on any field trips. However, the student will report to school and will be assigned to another class and work will be assigned.
- * Student may not be permitted to participate in other special school events, such as: out of uniform days, recess, assemblies, etc.
- * A conference will be held with student, parents, teacher, and/or administration.

When a student in **Grades 3-8** receives his/her fourth detention in one trimester for responsibility or conduct, the following procedure will take effect:

- * A conference will be held with student, parents, teacher, and administration.
- * An in school suspension will be served.
- * A probationary period may be assigned to determine improvement. (Extreme violations in the areas of responsibility or behavior may result in further disciplinary actions after a review of the **actions and circumstances** involving the individual student.)

When a student in **Grades 3-8** receives his/her fifth detention, in one trimester he/she will be given an out of school suspension.

ACADEMIC DISHONESTY

A student shall not present work as his/her own when, in fact, is it not his/her own original work. This includes, but is not limited to cheating, sharing work, and plagiarism. (This does not include areas when cooperative learning is expected.)

HARRASSMENT/INTIMIDATION/BULLYING

All students and employees of Saint Susanna School are to be treated with dignity and respect, and no form of harassment, intimidation, or bullying will be condoned. Harassment/Intimidation is any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student. Bullying is any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- ◆ Causes mental or physical harm to the other student; and
- ◆ Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

The following list includes some, not all, examples of harassment, intimidation, and bullying.

Physical: Assault, bumping into or pushing against another on purpose, standing too close or blocking movement, patting, hugging, or kissing without permission; grabbing, pinching, or unwanted physical touching

Verbal: Threatening or belligerent words, insults, derogatory comments, whistles, catcalls, rude noises, comments about a person's body; sexual jokes or suggestions, slurs, remarks, stories or rumors, notes, letters, graffiti, pressure to go on a date, or to engage in an activity

Visual/Non-Verbal: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties, or gestures; staring at another's body, mimicking or pantomiming in an insulting way, looks, winking, licking lips, or other suggestive body movement

If harassment occurs the student should report the incident(s) immediately to an appropriate school official. The principal and/or other staff will initiate an investigation including meeting with related parties. Written documentation will be made and both parties will be asked to verify the correctness of the written document. The pastor of St. Susanna Parish may be informed of the harassment. A parent conference may be set up to further discuss the incident(s). The administration will decide if/what disciplinary action is warranted. Disciplinary action for a student may consist of a meeting with parent(s) and student to discuss incident and set up a behavior modification program, detention(s), counseling, isolation of student, in-school suspension, out-of-school suspension, or expulsion.

SEARCH AND SEIZURE

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers. Additionally, any personal items are subject to inspection at anytime and for any reason, without prior notice, as a condition of bringing them into or taking them from the school premises. Such items include, but are not limited to, motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrongdoing by the student being inspected. A student and his or her parent or guardian's consent to inspection of a personal item is a condition

of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

Procedures for search:

1. In most cases, two or more staff members will be present in any search of an individual student or property.
2. Student will be asked if there is anything he/she wishes to show.
3. Student will be asked to remove items from the desk and open anything he/she is directed to.
4. Contraband will be placed in a separate container (if it will fit). Student will be asked to sign a statement that the items were found in the locker, desk, etc. Items will be taken to the school office where the administrator will talk with the student and contact the parents if necessary.

SUBSTANCE ABUSE

Saint Susanna School prohibits the possession, use and/or trafficking of any illegal drug, controlled substance, alcoholic beverage, inhalant, tobacco or electronic cigarette product, look-alike drugs, or instruments used to administer drugs by students while under the authority of the school. An infraction of the policy will result in immediate disciplinary action. Illegal offenses will result in notification of police, as required by law. If something illegal is suspected, police may be called for assistance.

Consequences for an infraction of the policy include, but are not limited to, the following:

- A. First offenders found in **possession** of any illegal drug, controlled substance, alcoholic beverage, inhalant, tobacco or electronic cigarette product, look-alike drug, or instruments used to administer drugs will be suspended for a length of time determined by the administration. A second offense of this nature may result in immediate expulsion.
- B. First offenders found **using** any illegal drug, controlled substance, alcoholic beverage, inhalant, tobacco or electronic cigarette product, look-alike drug, or instrument used to administer drugs will be suspended for a length of time determined by the administration. A second offense of this nature may result in immediate expulsion.
- C. First offenders found **trafficking** any of the substances mentioned above will be suspended or expelled depending on the nature of the offense. A second offense of this nature may result in immediate expulsion.
- D. First offenders found **misusing or trafficking any prescription or nonprescription drug** will be suspended for a length of time determined by the administration. A second offense of this nature may result in immediate expulsion.

Any of the above offenders may be required to complete a principal approved substance abuse educational treatment program, at the parents' expense, as a condition for return to, or continued attendance at Saint Susanna School.

Prescription and nonprescription medication will be administered to students with written permission as directed in the Parent/Student Handbook. Students having knowledge of policy violators must report the violation immediately to school officials, or be held accountable to the Principal or Assistant Principal. Failure to do so will result in disciplinary action.

SUSPENSION/EXPULSION/EMERGENCY REMOVAL

The school administration will keep a discipline record on every student who violates a school rule listed above. Procedural requirements shall include:

1. The principal will hold an informal hearing with the student to discuss his/her violation of the rule and to permit the student to explain his/her actions.
2. The principal will give and review a written "intent to suspend notice" to the student which states the reason(s) for suspension.
3. The school will notify the parent in writing within twenty-four (24) hours of the intended suspension or expulsion.
4. The school will attempt to notify the parent by phone of the intended suspension, expulsion, or emergency removal prior to sending the letter. A conference may be arranged within seventy-two (72) hours to discuss the seriousness of the misbehavior and the action taken by the school.
5. The parent has the right to request an informal hearing with the principal to discuss the action taken by the school. The parent may have a representative of his/her choice at this meeting.
6. The parent has a right to request a formal hearing with the Principal/Pastor to appeal the disciplinary action taken at the above informal hearing. The parent may have a representative of his/her choice at this hearing, including legal counsel.
7. The parent has the right to appeal an expulsion, in writing, to the Archdiocese Superintendent of Schools. The decision of the superintendent is final.

NOTIFICATION OF LEGAL AUTHORITIES

Notification may be made to juvenile court or legal authorities as deemed appropriate by the administration and/or pastor.

UNIFORM POLICY

It is expected that all students, kindergarten through eighth grade, will be in compliance with the Saint Susanna School uniform policy. All fourth through eighth graders are required to wear the Titan gym uniform for gym class.

The guidelines are intended to foster a positive learning environment. Any facets of dress not covered by these guidelines that disrupt the learning atmosphere (directly or indirectly) will be dealt with on an individual basis. If any item is not included below, it is not permitted.

Nametags

Nametags will be provided by Saint Susanna and need to be worn at school. They are to remain at school. A fee of \$3 will be charged for lost or defaced nametags.

THE FOLLOWING UNIFORM ITEMS MUST BE PURCHASED FROM APPROVED VENDORS

Shirts	
Girls	<ul style="list-style-type: none"> • White tailored blouses may be worn with jumpers. • Solid white or red 2 or 3 button knit shirts may be worn with jumpers, skorts, pants, and shorts. • Solid white or red 2 or 3 button banded knit shirts may be worn with jumpers, skorts, pants, and shorts.
Boys	<ul style="list-style-type: none"> • Solid white or red 2 or 3 button knit shirts may be worn with pants and shorts.
All shirts, except for blouses and shirts worn with jumpers must have the Saint Susanna shirt logo (see Logo 1) embroidered on the left chest. All shirts must have a collar, and only the top button may remain open. All shirts, except for banded shirts, must be tucked in skorts, shorts, or pants. Under garments must be plain white and only visible at the neck.	
Jumpers (Grades K – 4)	
Girls will wear plaid uniform jumpers or navy blue pants or shorts (see Pants and Shorts below). The length of the jumper is to be at least mid-way between “fingertip-length” and “knee-length”. Any garment worn under the jumper may not be visible below the hemline.	
Skorts (Grades 5 – 8)	
Girls will wear plaid uniform skorts or navy blue pants or shorts (see details below). The length of the skort is to be at least mid-way between “fingertip-length” and “knee-length”. The skorts may not be rolled up at the waist.	
Pants	
Boys and girls may wear solid navy blue uniform pants. Pants are to be worn at the waist level. They should be long enough to cover the ankle but not drag on the floor. A belt, in a solid dark color without patterns or adornments, is required for boys and girls in grades 5-8. If girls wear pants under their uniform skorts or jumpers, they must remove them during school hours.	
Shorts	
Boys and girls may wear solid navy blue uniform shorts. Shorts are to be worn at the waist level. Shorts must be at least mid-way between “fingertip length” and “knee length”. A belt, in a solid dark color without patterns or adornments, is required for boys and girls in grades 5-8.	
Sweaters	
Girls	<ul style="list-style-type: none"> • Solid navy blue or red crew-neck cardigans may be worn.
Boys	<ul style="list-style-type: none"> • Solid navy blue or red crew-neck pullover sweaters may be worn.
All sweaters must have the Saint Susanna school logo (see Logo 2) embroidered on the left chest.	
Sweatshirts	
Solid navy blue or red crew-neck pullover sweatshirts may be worn. All sweatshirts must have the Saint Susanna School logo (see Logo 2) embroidered on the left chest. A uniform shirt must be worn under the sweatshirt.	

Fleece Pullovers

Solid navy blue quarter-zip fleece pullovers may be worn. All fleece pullovers must have the Saint Susanna school logo (see Logo 2) embroidered on the left chest. A uniform shirt must be worn under the fleece pullover.

Physical Education Dress Requirements (Grades 4 – 8)

Black gym shorts, or uniform sweat pants with “TITANS” screened on the left leg, and Saint Susanna physical education T-shirts (only available at Educational Outfitters) must be worn for physical education class. Gym shoes and socks are required. For safety reasons, shoes with zippers are not to be worn for gym class. Jewelry of any type is prohibited.

ADDITIONAL UNIFORM INFORMATION**Shoes**

Dress or gym shoes may be worn. Gym shoes must be worn on gym days. Shoes must be laced and tied properly at all times. Students may not wear clogs, crocs, slippers, slipper-type shoes, shoes with zippers, shoes with rollers, sandals, open-heeled or open-toed shoes, platforms, high-heels, or boots. If boots are worn to school, other shoes must be brought to wear during school hours.

Socks & Tights

Girls

- Solid navy blue, white, or black socks, visible above the shoe, must be worn.
- In cooler weather, girls may wear solid navy blue or white tights. Socks of the same color may be worn with tights.
- Leggings are permitted, providing they go to the ankle and are worn with navy blue, white, or black socks.

Boys

- Solid navy blue, white, or black socks, visible above the shoe, must be worn.

Logos on socks are permitted. Socks and tights must be in good condition (i.e., no obvious holes or runs).

Hair & Hair Accessories

Hair accessories should be simple. No excessive adornments will be permitted (including hair wraps, feathers, extreme colors). Hair accessories in the school plaid may be purchased from Educational Outfitters. Hair should be clean and worn in a simple style. It should not hang below the eyebrows or in the face. Hair may not be extreme or distracting. No hair spray or gel should be brought to school. Boys’ hair is to be short enough as to not hang over the shirt collar. Facial hair is prohibited.

Makeup, Jewelry & Other Accessories

Makeup of any kind is not permitted. This includes fingernail polish and artificial nails. Tattoos, permanent or temporary, are not permitted. Only one small religious necklace, one ring, and one bracelet/watch are permitted. If girls have pierced ears, they may wear only one pair of small button-type earrings (no larger than ½ inch in diameter). Dangle and hoop earrings are not permitted. Boys are not permitted to wear earrings.

Other

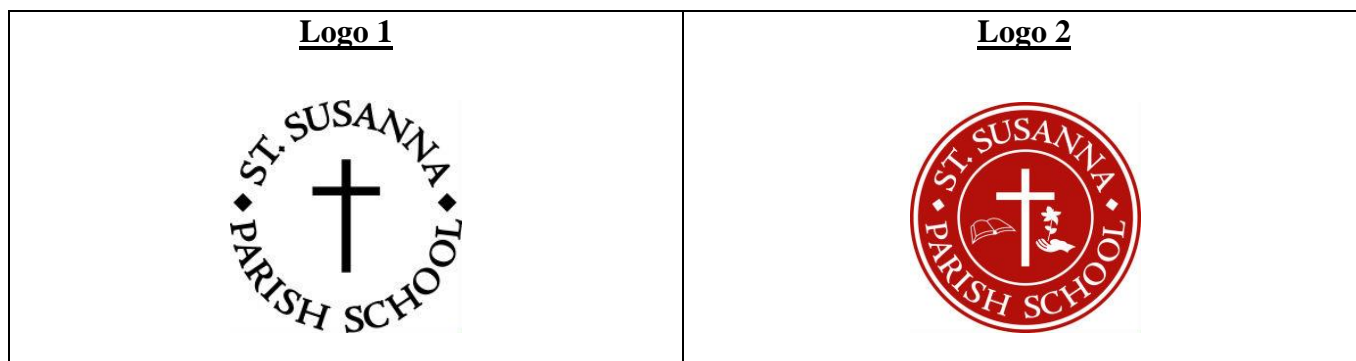
Scouts may wear regulation uniforms (top only) on meeting days.

Occasionally, new styles or fabrics may become available for our uniform pieces. Our approved vendors will have this information.

All clothing must be of the appropriate size. Oversized clothing or clothing that is too small, faded, or torn will be considered in violation. Students are expected to be neat and clean in appearance at all times. Decisions regarding clothing styles, hairstyles, and jewelry, etc. that are radical or extreme are subject to the discretion of the administration.

APPROVED VENDORS

Educational Outfitters 2656 East Sharon Road Cincinnati, Ohio 45241 (513) 771-1234 www.educationaloutfitters.com	Please note that all plaid jumpers and skorts, physical education class t-shirts, shorts, and sweat pants must be purchased from Educational Outfitters. All other uniform items may be purchased there as well.
Lands' End (800) 469-2222 www.landsend.com/school Preferred School Code: 900052861	All Saint Susanna-specific items must be purchased on-line or by phone. Saint Susanna receives cash back from all uniform purchases made on-line or by phone.



OUT OF UNIFORM GUIDELINES

Modest dress is required.
 Skirts, skorts, and shorts must be between fingertip and knee length, and appropriate in style and fit.
 Spaghetti straps, halter tops, tank tops or sleeveless shirts are never permitted.
 Mid-riffs, shoulders and back must be covered.
 Pajama pants, yoga pants, and leggings worn as pants, are not permitted.
 Leggings may only be worn under a top that is fingertip length.
 Torn clothing or clothing with holes is not permitted.
 Inappropriate wording or graphics are never permitted.
 All uniform shoe requirements apply with the exception of boots. Boots may be worn on out of uniform days.
 Socks must be worn.
 Nametags will be worn.

TITAN FRIDAYS

The last Friday of every month, August through May, will be Titan Friday. Participation is optional. Students who choose to participate in Titan Fridays will donate \$1 toward a school designated charity. We will again allow families to pay \$10 at the beginning of the year to cover all Titan Fridays instead of sending in \$1 each month. Students who fail to pay on Friday or the following Monday will lose the privilege the following month. Students may wear shirts of solid red, black, or white, or any Saint Susanna spirit wear. All solid colored, non-St. Susanna shirts must have a brand logo that is smaller than a 3x5 index card. They may also wear Scouts, St. Susanna VBS, Buddy, DARE, Walk-a-thon, Power of the Pen, Math Counts, Blue Ribbon, and Titan athletic shirts, as well as shirts sold by the Boosters' Club. Bottoms must meet out of uniform guidelines. Boots may be worn on Titan Fridays.
 Titan Fridays are August 30, September 20, October 25, November 22, December 20, January 24, February 21, March 27, April 24, and May 22.

SPECIAL OUT OF UNIFORM DAYS

Other special out of uniform days may be announced at school along with guidelines (if different from regular out of uniform guidelines).

NOTICE OF DRESS CODE VIOLATION

First Violation: Green violation slip to inform parents of child's uniform violation. Parent signature required.
Second Violation: Green violation slip to inform parents of child's uniform violation. Parent signature required. Student loses privilege of next Titan Friday.

Third Violation: Green violation slip to inform parents of child's uniform violation. Parent signature required. Student loses privilege of next Titan Friday. Student will be sent to office to call parents for a change of clothes (if necessary), and school detention will be issued for student to serve on the next detention day.

Repeat Violation: Students who simply ignore efforts for corrective behavior will have other privileges revoked and consequences leveled at the discretion of the school administration. Failure to make a reasonable effort to conform to the school uniform policy will possibly jeopardize continued enrollment.